

~~R-E-S-T-R-I-C-T-E-D~~
Security Information

OFFICE OF TRAINING

FORM 104
NO. 1-52

15 April 1952

SUBJECT: Requisitions for purchase items from Fiscal Year 1952 Funds.

REFERENCE: CIA Notice [REDACTED] 9 April 1952.

25X1A

1. In order to allow sufficient time for completion of purchase orders by the Procurement and Supply Office, all requests for articles to be purchased with funds allocated for Fiscal Year 1952 must be submitted to the Supply & Services Section, Support Staff, in accordance with the following deadlines:

TYPE OF PURCHASE

DEADLINE

Requests requiring contract action

Classified - 15 April 1952

Unclassified - 25 April 1952

Articles and services other than
Department of Defense items and
contractual services

- 23 May 1952

2. Emergency requests will be processed after the dates indicated above only upon justification that the need could not have been anticipated by the established deadline. Requests which are disapproved at this time will be returned to the requesting office for reconsideration after 1 July 1952.

25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution: DD/TR(S)
DD/TR(G)
All Division, Branch, and Section Chiefs

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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